



Center for Educational Performance and Information

Single Record Student Database (SRSD) Submission Checklist

Districts:

In order to promote data quality, districts may wish to review and complete the following steps before submitting your SRSD data to the intermediate school district (ISD).

- ☐ Make sure you have the most recent student information software from your vendor. Outdated software will not have the most recent program edits for the current SRSD fields.
- ☐ If you will be creating new unique identification codes (UICs) for your students, this must be done before your SRSD file is submitted to the ISD. The Upload for UIC Request process closes 24 hours before the start of the submission window and remains closed during the submission window, so make sure you leave yourself time to resolve any possible and multiple UIC matches from the uploaded file. Once you have resolved these matches, you should download your newly created UICs and import them into your local student information system before running Error Check or exporting your SRSD file. You can review the UIC User's Guide (at http://www.michigan.gov/documents/UICUserGuide_87398_7.pdf) for instructions on creating UICs via a nonSRSD upload and the student search function in SRSD.
- ☐ Run your data file through the Center for Educational Performance and Information (CEPI) Error Check program.
 - ☐ Uninstall the previous version of the CEPI Error Check software and download the current version from the CEPI Web site.
 - ☐ If necessary, download and install the most recent version of the Business Rules for the Error Check software.
 - ☐ Open the CEPI Error Check program and load your data file to check for errors. All fatal errors must be corrected before your file is submitted to the ISD. To ensure data quality, it is also good practice to review and correct all records with warning messages.
 - ☐ The CEPI Error Check program will ask if you want to run Duplicate Check. Click "Yes", and make sure any duplicate records are removed from your data file.
 - ☐ Review the SRSD reports to make sure the data contained in your file matches your expectations. Should your enrollment totals not match the numbers in the report, please make the correction in your local student information system, then re-export the file and run Error Check again. Once your file passes Error Check without any fatal errors, the following reports should be checked at both the district level and the building level:
 - Alpha List - a listing of students and identifying information, including full time equivalency (FTE)
 - DS-4061 - an unaudited FTE summary report
 - Exit Status - a list of all students' exit statuses, including graduates, dropouts, and those students expected to continue in the district
 - Grade Level - a list of how many students were reported in each grade level
 - Program Participation - reports the number of students reported as participating in Title I, Special Ed., Early On[®], Advanced/Accelerated, Limited English Proficiency, Migrant, Adult Education, Section 504, and Alternative Education programs
 - Residency Status - reports the residency status (from Field 30: Student Residency (Membership) in SRSD) of all continuing students (Exit status: 19)
 - Supplemental Nutrition - this field in SRSD (Field 31: Supplemental Nutrition Eligibility) is the basis for reporting economically disadvantaged students
- ☐ Submit your data file to the ISD, following the procedures the ISD has established.



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ISDs:

In order to promote data quality, ISDs may wish to review and complete the following steps before submitting SRSD data to CEPI.

- ☐ Run your files through the CEPI Error Check program before uploading to CEPI. All fatal errors must be corrected.
- ☐ If time permits, review the following reports in the CEPI Error Check program to make sure the numbers match your expected results. If results are drastically different from expectations -- for instance, a district that reports zero graduates -- please contact the district(s) in question before submitting these data to CEPI.
 - Alpha List - a listing of students and identifying information, including FTE
 - DS-4061 - an unaudited FTE summary report
 - Exit Status - a list of all students' exit statuses, including graduates, dropouts, and those students expected to continue in the district
 - Grade Level - a list of how many students were reported in each grade level
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 - Residency Status - reports the residency status (from Field 30: Student Residency (Membership) in SRSD) of all continuing students (Exit status: 19)
 - Supplemental Nutrition - this field in SRSD (Field 31: Supplemental Nutrition Eligibility) is the basis for reporting economically disadvantaged students
- ☐ If an error is discovered *after* your SRSD file has been submitted to CEPI, do not upload a corrected file. This will result in the duplication of student records. Please contact CEPI at 517-335-0505 or at cepi@michigan.gov.